



Job Opportunity

State Controller's Office

Position: Office Technician (General)

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall Drive, Sacramento, CA 95814

Issue Date: August 24, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Donna Collins, 916-322-8141

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-1138-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of an Office Services Supervisor II, Production/Operational Support Unit, the incumbent performs clerical and administrative duties to support the unit and the Personnel/Payroll Operations Section.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Specific duties will include, but not be limited to the following:

- Perform a variety of difficult and complex clerical and administrative tasks within the Production/Operation Support Unit. Perform a full range of duties to ensure that daily and Master Payroll is released timely and accurately to prevent the release of overpayments to departments and campuses. Investigate and troubleshoot payroll cycle output discrepancies and recommends solutions to unit supervisor.
- Provide training to and assist in the development of the new or less experienced staff. Provide functional guidance to the unit staff through review and follow-up of work assignments. When necessary, provide input to unit supervisor during the evaluation period of unit staff.
- Maintain a centralized filing system for personnel and payroll transactions processed through the respective employment history database, the Uniform State Payroll System (USPS) or Non-USPS system. Use a personal computer to prepare and record a list of warrants to be held from the daily/master payroll cycles, and provides this list to the Division of Disbursements so warrants can be pulled from distribution.
- Process employment history requests from current/former state employees or department/campus human resources offices. Perform extensive research of employment history documents, gather data, prepare reports, and submit printed reports as directed.
- Based on the approved record retention reschedule, review, update and process personnel/payroll documents and related materials for long-term storage. Review and approve the quarterly list of aged documents designated for destruction.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Operates photocopying, date stamping and microfiche equipment.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

300 Capitol Mall Drive

Sacramento, CA 95814

Attn: Donna Collins